

# A Guide to Apprenticeships and Degree Apprenticeships





## What is an apprenticeship?

Apprenticeships combine practical training in a job with study. Typically this involves four days a week in a work placement and one day a week studying.

As an apprentice you will:

- be an employee earning a wage and getting holiday pay.
  - work alongside experienced staff.
  - gain job-specific skills.
  - get time for training and study related to your role (at least 20% of your normal working hours).
- 
- Your training provider will work alongside your employer to help you to prepare for your final assessment. This assessment is to ensure that you can do the job you have been training for.
  - Apprenticeships take 1 to 5 years to complete depending on their level. As a minimum, all apprenticeships must last for a minimum of 12 months.
  - An employer must pay an apprentice the National Minimum Wage for apprentices which is currently **£4.15** per hour. A lot of employers do pay more than this. Some apprenticeship schemes in big organisations have a starting salaries of £15,000.

## What are the different levels of apprenticeships?

Each apprenticeship has a level and an equivalent education level.

Depending on the level, some apprenticeships may:

- require previous qualifications such as an English or maths GCSE.
- give extra training in the English or maths skills needed so you're at the right level.

At the end of your apprenticeship, you'll achieve the equivalent education level. For example, if you complete a level 3 apprenticeship, you'll achieve the equivalent of an A level.

	<b>Level</b>	<b>Equivalent education level</b>
Intermediate	2	GCSE
Advanced	3	A level
Higher	4, 5, 6 & 7	Foundation degree and above
Degree	6 & 7	Bachelor's or Master's degree



## Which industries offer apprenticeships?

- ✓ Agriculture, environment and animal care
- ✓ Business administration
- ✓ Care services
- ✓ Catering and hospitality
- ✓ Construction
- ✓ Creative and design
- ✓ Digital
- ✓ Education and childcare
- ✓ Engineering and manufacturing
- ✓ Hair and beauty
- ✓ Health and science
- ✓ Legal, finance and accounting
- ✓ Protective services
- ✓ Sales, marketing and procurement
- ✓ Transports and logistics
- ✓ ...and many more



## Thousands of companies offer apprenticeships including:





## Degree Apprenticeships

A degree apprenticeship contains a Level 6 or 7 Bachelor's or Master's degree or equivalent level 6 or level 7 qualification. They are likely to last for 3 to 5 years. Some degree apprenticeships actually last for 6 years.

Degree apprenticeships combine working with studying part-time at a university. Apprentices are employed throughout the programme, spending part of their time at university and the rest with their employer. This can be on a day-to-day basis or in blocks of time, depending on the programme and requirements of the employer.

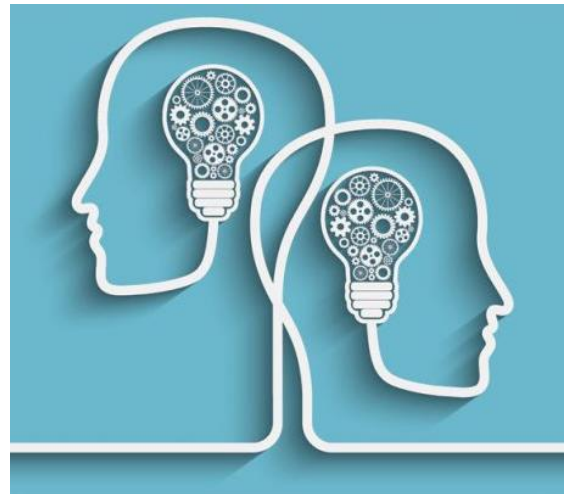
More than 100 universities in England offer degree apprenticeships.

### What are the benefits of degree apprenticeships?

- ✓ Apprentices are employed and paid a wage throughout the course.
- ✓ Apprentices will gain a full degree **without needing to pay tuition fees.**
- ✓ Apprentices will gain a head start in their chosen profession.
- ✓ It will allow apprentices to acquire the graduate/postgraduate level skills they need.
- ✓ Training costs are co-funded by the government and the employer.

Worth considering...

Working as a degree apprentice can be hard work. You'll be working full time **and** fitting in the equivalent of a full time degree alongside it. It might take a bit longer than studying full time – for example, 4 years instead of 3, but you'll achieve exactly the same degree.





## Where to find an apprenticeship or degree apprenticeship?

There is no one place to look for apprenticeships and degree apprenticeships. Here are some places to look:

‘Find me an apprenticeship’ website. <https://www.gov.uk/apply-apprenticeship>

## Find an apprenticeship

Search and apply for an apprenticeship in England

Search [Browse](#)

**Keywords (optional)**  
Can include job title, employer or reference number

All

**Your location**  
Enter postcode, town or city or [use current location](#)

**Within**  
5 miles

**Help**

- [How to search for an apprenticeship](#) (interactive walkthrough)
- 0800 015 0400
- [Contact us](#)
- [Coronavirus \(COVID-19\): read our guidance for apprentices](#)
- [About apprenticeships](#)
- [Find a traineeship](#)

If you have a particular employer in mind, **visit their website** and see if you can sign up for recruitment alerts or if they send out a newsletter. Make sure you follow their careers pages on **social media** using Facebook, Twitter and Instagram too as they will probably use this as a way to promote their vacancies.

Vacancy Snapshot has some of the biggest companies in the UK and the opportunities they offer. They can be filtered by industry and region.

<https://amazingapprenticeships.com/vacancies/>

# VACANCY SNAPSHOT

Click on the logos below to see a snapshot of apprenticeship vacancies coming up soon

**SORT EMPLOYERS**

Employer Name

Alphabetical

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For degree apprenticeships UCAS has a page dedicated to providing information and vacancy opportunities.

<https://www.ucas.com/alternatives/apprenticeships/apprenticeships-england/what-apprenticeships-are-available/degree-apprenticeships>

### Check out the latest apprenticeships

**UCAS**  
Police Constable Degree Apprenticeship (PCDA)  
Nationwide | £18,450  
Starting a career in the police can be one of the best things you'll ever do.  
Recruiter: Police: Make Your Difference [Apply for this job](#)

**Met Police - Police Constable Degree Apprenticeship**  
London (Greater) | c.£30,000  
There's never been a more exciting time to join the Met Police. We are now offering two new entry routes.  
Recruiter: Metropolitan Police [Apply for this job](#)

**Digital Marketing Apprentice**  
The Methodist Church, Chapel Street, Wakefield, WF3 2AA | £153.55 per week  
The role will involve: Video Editing Photoshop Writing Blogs Creating social media content - text and imagery Creating posters for stores Creating ...  
Recruiter: Elite Designer Fashions Limited [Apply for this job](#)

[Apprentice Accountant](#)

'Get my first job' website has a range of opportunities available including apprenticeships, higher and degree level apprenticeships <https://www.getmyfirstjob.co.uk/>

**GetMyFirstJob** Where it all starts

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## YOUR FIRST STEPS INTO THE WORLD OF WORK

GetMyFirstJob offers you a whole new way to find [Apprenticeships](#), [Degree Apprenticeships](#), [Work Experience](#) and [Graduate](#) opportunities to get ahead. It's not just a search tool - we'll connect you with the [Best Employers](#), [Colleges & Providers](#) and [Universities](#) to get you on the right track faster.

Your Location:  Which Industry?:  [Search](#)



Unifrog advertises a wide range of apprenticeships.  
<https://www.unifrog.org/student/apprenticeships/start>

Select vacancies below

Pick the best vacancies for you by ranking, filtering and searching. Click next when you're done.  
Stuck on a strange term? Check out the [glossary](#)

Rank ▾ Filter ▾

Intermediate (30) Equivalent to GCSEs	Advanced (44) Equivalent to A-levels	Higher / Degree (9) Equivalent to Foundation / Bachelor's
<ul style="list-style-type: none"><li><b>Customer Service Practitioner Apprentice</b> QUEBEC LAW SOLICITORS LTD Distance: 2 miles</li><li><b>Compliance Administrator/Customer Service Apprentice</b> Starcover Health &amp; Social Care Ltd Distance: 2 miles</li><li><b>Customer Service Apprenticeship</b> Eurodevices (Uk) Ltd Distance: 2 miles</li><li><b>Apprentices Customer Service Practitioner</b> THE COPIER COMPANY (UK) LTD</li></ul>	<ul style="list-style-type: none"><li><b>Apprentice Dental Nurse</b> Street Lane Dental Implant Clinic Distance: 0 miles</li><li><b>Apprentice Dental Nurse</b> THE LEEDS DENTAL TEAM LIMITED Distance: 1 miles</li><li><b>Legal Administrator Apprentice</b> FRONT ROW LEGAL LIMITED Distance: 1 miles</li><li><b>Business Admin Apprentice within a Solicitors</b> Bankfield Heath Solicitors Ltd Distance: 2 miles</li></ul>	<ul style="list-style-type: none"><li><b>Customer Service Advisor Degree Apprentice</b> Vertu Motors plc Distance: 2 miles</li><li><b>Apprenticeship Programme</b> ITV Distance: 3 miles</li><li><b>BTFS - Engineering Technician Apprenticeship (Electrical)</b> BT Distance: 3 miles</li><li><b>Degree Apprenticeship - Civil Engineering - Leeds</b> OVE ARUP &amp; PARTNERS</li></ul>

[next](#) or [go back](#)

Large jobs sites such as Indeed and Reed advertise for apprentices.

<https://www.reed.co.uk/jobs/apprenticeships-jobs-in-leeds> or  
<https://www.indeed.co.uk/jobs?q=apprenticeship&l=Leeds>

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apprenticeship jobs in Leeds  
Sort by: **relevance** - date Page 1 of 224 jobs

**Dental Nursing Apprenticeship**  
Aspiration Training 4.4 ★  
Leeds LS7 4LF +4 locations

- Possibility to become a full time employee on completion of the apprenticeship.

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When applying for apprenticeships you may need a CV and cover letter for contacting employers. Please see below an example CV and cover letter.

Dear Hannah Killoran,

I am writing to apply for the childcare apprenticeship with Oldfellows Nursery, as advertised on 'Find me an Apprenticeship' website. Please find my CV enclosed.

I am particularly taken with the childcare apprenticeship because of the opportunity to further my understanding of the stages of development and put my theoretical knowledge into practice. Oldfellows' reputation within the local community is outstanding and I would relish the opportunity learn from and work alongside such professionals. I see from the job description you are looking for someone with experience of working with young children which I possess. I undertook a 6-week volunteering placement in a pre-school last summer; therefore I believe I would be an ideal candidate for this apprenticeship.

As my CV describes, my volunteering has given me teamwork skills, the ability to use my initiative and be proactive in resolving problems. I am an organised and reliable student, on course to achieve three A-levels. My studies in Health and Social Care have provided me with a strong foundation of knowledge that will be needed for this apprenticeship. I have proficient skills using Microsoft Word, PowerPoint and Excel.

Thank you for considering my application, I would enjoy the opportunity to interview, so that we can discuss the apprenticeship programme in greater detail.

Yours sincerely,

Name.



Example CV from Unifrog. Your Unifrog account has a CV builder section to help you produce a CV:



**Joanne Rose**

0777777777

j.rose@gmail.com

23 London Road, London, SW9 888

### Personal profile

A dedicated and committed individual who is keen to learn the trade as a construction apprentice and has experience utilising key team work, practical and numeracy-based skills, essential for a career in construction. A quick learner who pays attention to instructions, and can carry out work with accuracy and precision. Able to follow working diagrams and plans and can work with minimal supervision. Eager to undertake further training to gain qualifications and expand skills required for the job.

### Work experience

Apr 2016 - May 2016

**Work experience student** - Construction Company 123

As part of a work experience programme, I shadowed an established tradesperson. My duties included assisting in the creation of risk assessments, researching recent developments in the field and feeding back my observations during team meetings. This placement reaffirmed my desire to work in the construction industry and taught me the importance of professionalism at all times and adherence to company health and safety policies.

Feb 2015 - Aug 2016

**Administration Assistant** - Company 123

On Saturdays I have an administration job at a local business. I have to follow instructions that have been left for me the day before. Tasks cover things like filing and printing. I've learnt to ask if I need to have a task clarified, to work methodically, and to communicate what I've achieved.

Jan 2015 - Aug 2016

**Charity Collection Assistant** - Charity 123

During holidays, I occasionally collect money for a charity outside my local shopping centre. I had to be organised and persistent to apply for a licence from the council, and on the job I've learnt the need to be confident and friendly with the public in order to persuade them to donate. I've also learnt how to keep positive when faced with regular rejection.



## Education

Jun 2016 **GCSE** - London School  
4As: English, English Literature, Science, Business Studies, Maths  
3Bs: French, History, Geography

## Other interests

Aug 2015 - Aug 2015 **National Citizen Service**  
I independently applied for and secured a position on the National Citizen Service, taking part in leadership and teamwork challenges, meeting different business stakeholders, presenting information to large groups and creating a social action project. This experience increased my confidence and improved my networking and time management skills.

Jun 2015 - Jun 2015 **Budding Brunels Programme with Construction Youth Trust**  
Upon securing my place on this programme, I was able to see first-hand the opportunities which exist within the construction industry. I took on a variety of roles, from project manager to surveyor. Activities included touring working construction sites, hearing from industry professionals, experience of giving presentations to an industry panel and the opportunity to network with professionals.

Jan 2014 - Aug 2016 **Netball Team**  
I play regularly for my school's netball team. This has taught me how to work in a team as well as how to manage my time efficiently; I often have to juggle homework with training and matches.

## Awards and Achievements

- London School Leadership Award: a two-day event run designed to give students an insight into management. Involved using problem solving skills to successfully resolve a series of challenges and offered the opportunity to network with employers from external companies.
- Raising over £500 for charity by organising baking events, jumble sales and selling raffle tickets

References available on request